No. 1030　　　　　　　　　　　　　　　　**21 October 2005**

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Project Management

Registered by Organising Field 03, Business, Commerce and Management Studies, publishes the following unit standard for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the qualification and unit standards. The qualification and unit standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the qualification and unit standards should reach SAQA at the address *below and no later than 20 November 2005.* All correspondence should be marked **Standards Setting − SGB for Project Management** and addressed to

> The Director: Standards Setting and Development
> SAQA
> *Attention: Mr. E. Brown*
> Postnet Suite 248
> Private Bag X06
> Waterkloof
> 0145
> or faxed to 012 − 431-5144
> e-mail: ebrown@saqa.co.za

DUGMORE MPHUTHING
ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

Further Education and Training Certificate: Generic Project Management

SAQA QUAL ID	QUALIFICATION TITLE		
50080	Further Education and Training Certificate: Generic Project Management		

SGB NAME	ORGANISING FIELD ID		PROVIDER NAME
SGB Project Management	3		

QUAL TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD
Further Ed and Training Cert	Business, Commerce and Management Studies	Project Management

ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
Undefined	136	Level 4	Regular-Unit Stds Based

The primary purpose of the qualification is to provide learners with:

> **A** foundation of basic project management knowledge and skills which can be used to build further project management related competencies.
> Competence to be an effective project team member.
> Competence to provide administrative support to a project manager and team members.
> Competence to provide assistance to a project manager of medium to large projects.

As electives specialisation in:
> Competence to plan, execute and control small, simple projects.
OR
> Competence in specialised technical areas to support project management processes.

This qualification is directed at learners working:

> **As** contributing team members on a moderately complex to complex project when not a leader or;
> **As** a leader in the context of a simple project/sub-project.

A simple project/sub-project is seen to be one that involves few resources and has a limited impact on stakeholders and the environment.

This qualification *is* intended for those with prior work experience or an NQF Level 3 qualification in project management or business administration or equivalent. The learners accessing this qualification will be working in or with project management teams or using a project approach to their business. These projects may be technical projects, business projects, government projects or community development projects and will cut across a range of economic sectors. This qualification is also of value to learners running their own business, as project management is an integral component of any business system.

Qualifying learners working on a project will have the necessary knowledge, skills and attitudes to function more effectively and in a professional manner, add value to their job performance and enhance their ability to follow and implement policies and procedures.

On achieving the applied competencies of the Qualification, learners may advance their career opportunities further into project administration, support services or management within an organisation, in all sectors.

Rationale:

The (Further Education and Training Certificate) FETC: Generic Project Management, NQF level **4** Qualification replaces the National Certificate: Generic Project Management. It caters for the current and future needs of those working on projects, in a general skills-set that is not sector-specific. The Project industry is integral in the global business environment and skilled practitioners are required to meet the demands of the industry, providing significant benefits to individuals, global corporations and the country.

Projects are diverse in their nature, so a wide range of competencies is required to manage them and other similar systems and programmes. This qualification aims to provide the foundation or the initial skills required for an individual in an organisation to conduct projects successfully; be an effective project team member; undertake a range of project management administration or support tasks and contribute to the planning and execution of projects or sub-projects. It is designed for people working in a project environment as a team member, project administrator or leader of a small project/sub-project.

The Qualification gives accessibility and flexibility to the unemployed and employed. The level of flexibility reflects the multiple job roles, organisational requirements and changing technological nature of the industry and also allows the individual to work towards a nationally recognised Qualification.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

Learners accessing this Qualification will have demonstrated competence as follows:

> Communication at NQF Level 3 or equivalent.
> Mathematical Literacy at NQF Level 3 or equivalent.
> Computer Literacy at NQF Level 3 or equivalent. ·

A basic understanding of the workplace, project processes and operations and competence in National Certificate at Level 3 in Business Administration or Project Support Services or equivalent is preferable.

Recognition of Prior Learning

Learners may access this Qualification in terms of Recognition of Prior Learning (RPL), which is subject to quality assurance by the relevant accredited ETQA and is conducted by a registered workplace assessor, subject to the terms of the model decided upon by the relevant ETQA.

Acess to the qualification:

No restrictions, other than the learning assumed to be in place are prescribed

Candidates for this qualification may be working part-time or full-time in the workplace, on community or volunteer projects and have limited formal project management training / experience. They may be a team member, a team leader, in specialised support roles including Project Secretary, Project Administrator, procurement or cost support, or planner-estimator support. Learners who have completed a Bachelors degree and who wish to enter the field of project management may also access the qualification.

Familiarity with the English language such as speaking, reading and writing skills is needed since some of the learning material is not available in any other language.

QUALIFICATION RULES

Level, Credits and learning components assigned to the Qualification
The Qualification *is* made up of a combination of learning outcomes from Fundamental, Core and Elective components, totalling 136 credits minimum.

> Fundamental: 56 credits, 41%
> Core: 66 credits, 49%
> Elective: 14 Minimum, 10%

Total: 136 Minimum, 100%

Fundamental

> 20 Credits at Level 3 0 0
> 36 Credits at Level 4

Total 56 credits

Core

> 6 Credits at Level 3
> 60 Credits at Level 4

Total 66 credits

Elective

> Technical Specialisation Elective: 21 Credits at Level 4
> Technical Specialisation Elective: 7 Credits at Level 5
> Supervise Elective:14 Credits at Level 50
> Support Elective: 14 Credits at Level 5

Total 14 Minimum

Total Credits

> 26 Credits at Level 3
> 117 Credits at Level 4
> 35 Credits at Level 5

Total: 136 Minimum

Motivation for number of credits assigned to fundamental, core and elective

Fundamental Component:

At level 4 the minimum number of credits allocated to Communication and Mathematical Literacy should total 56 credits.

All Unit standards in the Fundamental Component are compulsory.

Core Component:

66 credits have been allocated to the Core Unit Standards. This is to ensure that the Qualification has a strong Project Management focus. The Core Unit Standards offer a broad contextual understanding and will enable the learners to gain a practical ability with the techniques, tools and processes required on all projects. It will equip the learner to operate effectively in the work environment.

All Unit standards in the Core Component are compulsory.

Elective Component:

A minimum of 14 credits is allocated to the Elective Component. The choices include a Unit Standard that is at level 5: Supervising a Project Team, or another at level 5: Support the Project Environment, or a minimum of **14** credits derived from a combination of any two Unit standards in Technical Specialisation, at either level 4 or level 5.

EXIT LEVEL OUTCOMES

On achieving this Qualification, the learner will be able to:

1. Work with others to undertake or support the project management activities.
2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities.
3. Provide support to the administration of a project.

For electives one of:

4. Supervise a project team of a small project to deliver project objectives.
OR
5. Support the project environment and management activities to deliver project objectives.
OR
6. Describe and apply specialised technical methods, tools and techniques to a project to deliver project objectives.

ASSOCIATED ASSESSMENT CRITERIA

1.

> Own and team member interactions and contributions to the project are described with examples.
> Own workload and time are effectively managed in conjunction with the requirements of others in the project.
> Successful support that is provided to others for project management activities is described with examples.

2.

> Contributions are made to the planning, scoping, scheduling, budgeting and risk management of the project in accordance with agreed procedures, tools and techniques.
> Assistance *is* provided *to* the project manager and team in the execution of project management activities in accordance with project requirements and agreed procedures.
> The control of scope, time, cost, risk and quality is described in accordance with project requirements and agreed procedures.
> Contributions are made to the 'close-out' recommendations and/or lessons learned during the project in accordance with experiences and agreed procedures.

3.

> Project data is gathered, processed and recorded in accordance with project requirements and procedures.
> Project meetings and/or workshops are organised in accordance with project requirements.
> Different methods of communication are used and described with reasons for their use in the project.

4.

> Project management processes and techniques are applied to manage a small project from start to end and to supervise the team working on the project.
> Progress is reported and status, including problems, communicated to project stakeholders

5.

> Support is provided to project managers / project teams in developing strategies, tactics, structures, methods and processes for project operations.
> Project environments are checked for compliance with agreed procedures.
> Lessons learned are consolidated and used to improve project procedures.

6.

> Processes, methods and techniques for the chosen technical field are described and evaluated within the project context.
> The appropriate project tools and techniques are applied in accordance with agreed policies and procedures.

Integrated Assessment:

Development of the competencies may be through a combination of informal and formal learning, self-learning, training programmes and work-based application. Providers should conduct diagnostic and formative assessment. Formative, continuous and diagnostic assessments should also take place in the work place. The learner should be able to assess him or herself and determine readiness for a summative assessment against this Qualification.

Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of

knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of Communication and Mathematical Literacy should be conducted in conjunction with other aspects and should use authentic Project Operational contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should **be** assessed together. Groups of standards may also be assessed together.

Assessment should ensure that all specific outcomes, embedded knowledge and critical cross-field outcomes are evaluated. The assessment of the critical cross-field outcomes should be integrated with the assessment of specific outcomes and embedded knowledge.

The final summative assessment for the qualification should be undertaken under the direction of the relevant Education and Training Quality Assurance (ETQA) body.

INTERNATIONAL COMPARABILITY

Project Management is a discipline that crosses all sectors. During the last **15** years there has been increasing advocacy for treating project management as a profession with associated self-regulation. Collaboration between professional bodies, academia, some governments (e.g. UK, Japan and China), qualification authorities and a wide range of interested parties is resulting in a growth of globally recognised best practices, standards and qualifications. The application of project management is seen to be within the management and administration/support roles in organisations. The majority of the training and qualifications offered are at NQF level 5 or above. Whilst most training is still mainly of the short course nature there is an increasing number of leading global universities offer Masters in Project Management.

Internationally, few qualifications exist that are equivalent to the NQF Level 4. There is nothing available in the SADC or NEPAD regions. Currently those regions primarily use training at an NQF level higher than 4 and rarely use qualifications as such. If a qualification is used it is most likely to be from the UK, from the Project Management Institute or as part of a programme from a university or Donor.

In the developing countries individuals wishing to develop project management related skills are linking with global initiatives from Donors, or to PRINCE2 from the UK government and/or to professional bodies such as Project Management Institute (PMI), Association for Project Management (APM) and International Project Management Association (IPMA). A common trend is for global companies to utilise qualifications such as from PMI, APM or the PRINCE2 set (UK) in conjunction with their own qualifications and career path. This then introduces those qualifications to a country that has no or limited local training in project management.

In Africa development of project management capacity is, primarily, being driven by individuals and some of the large global corporates. Individuals frequently join an international professional body and then use the qualifications of that body. For example, there are 55 Chapters of PMI across the world including in the following African countries - Egypt, Lebanon, Nigeria and South Africa.

When developing this qualification in 2001 the currently available standards were referenced as well as our knowledge of developments in the project management sector. Since then a global project has been established which has support from most of the key institutions across the world including SAQA, the Services SETA and PMSA. Members of the Project Management **SGB** have been participating in the project, which is developing global performance standards for project management personnel. The intent is to produce models that can be used anywhere in the world to map qualifications. Currently the standards being developed by the project are at a level higher than this qualification. An output from the global project is a detailed analysis of a range of standards. This analysis has been used when developing this qualification. It is too detailed *to* report here but information from the project can be accessed on the website www.globalPMstandards.org.

Several of the subject experts who contributed to this qualification are contributors to international research, literature, standards and qualifications and several also deliver training in many countries. South Africa is recognised by other countries as one of the leaders in project management standards and training.

This NQF4 FETC qualification and set of unit standards utilises international and locally recognised best

practice and standards in project management. This qualification will provide an entry point to further learning for NQF level 5 and above qualifications or for international qualifications in Project or General Management.

Qualifications and standards that have been referenced include the following qualifications:

> Project Management Institute (Global).
  > Certified Associate in Project Management (CAPM).
> Business Services Training Australia (now part of Innovation & Business Skills Australia).
  > Business Services Training Package - Project Management Competency Standards **AQF** Level **4.**
These are detailed below.

Identifier, Australian Unit Standar Title (Innovation and Business Skills), SAQA Unit Standard Title (Core)

> BSBPM401A; Apply scope management techniques; Contribute to project initiation, **scope** definition and scopechange control
> BSBPM402A; Apply time management techniques; Develop a simple schedule **to** facilitate effective project execution Monitor, evaluate and communicate simple project schedules
> BSBPM403A; Apply cost management techniques; Participate in the estimation and preparation of cost budget for a project or sub-project and monitor and control actual cost against budget
> BSBPM404A; Apply quality management techniques; Provide assistance in implementing and assuring project work meets quality requirements
> BSBPM405A; Apply human resources management approaches; Work as a project team member
> BSBPM406A; Apply communication management techniques
> BSBPM407A; Apply risk management techniques; Contribute to the management **of** project risk within own field of expertise
> BSBPM408A; Apply contract and procurement techniques; Elective: Provide procurement administration support to a project

> United Kingdom
  > The Engineering Construction Industry Training Board (G4L3 25) - National occupational standards for project management **(2004).**
  > Information Systems Examination Board - Foundation Certificate in Information Systems project management.

Project Management is developing as a profession and there are several bodies around the world that provide research, standards and qualifications. This set of standards and qualification have been benchmarked against a wide range of standards and qualifications. In turn this qualification and related standards is being provided to several international bodies for their comparison purposes.

In addition, references were made to the following professional bodies, which provide qualifications or advice on learning in this area:

> Association for Project Management (UK).
> International Project Management Association (Europe).
> Australian Institute for Project Management (Australia).
> Project Management Institute (PMI®).
> Association for the Advancement of Cost Engineering International (Global).
> The Engineering Construction Industry Training Board (UK).

and the following International standards have been referenced;

> Emerging global performance standards for project management personnel (GPSPMP - Global).
> A Guide to the Project Management Body of Knowledge (PMBoK Guide), 2000 and 2004 versions, from Project Management Institute (PMIQ).
> Extensions to PMBoK® Guide for Government from PMIQ.
> Australian National Competency Standards for Project Management, 1996 and 2003.
> Body of Knowledge from Association for Project Management, UK.
> ISO 10006.
> British Standard 6079.
> IPMA Competence Baseline from International Project Management Association.
> Project Management role delineation studies from PMI® for CAPM and PMP.
> Project Management Competency Development Framework from PMI® 2002.

ARTICULATION OPTIONS

Horizontal articulation is possible with:

> National Certificate: Management - NQF Level 4 - NLRD 23656.
> National Certificate: Business Administration Services - NQF Level 4 - NLRD 35928.
> National Certificate: New Venture Creation - NQF Level 4 - NLRD 23953.
> Further Education and Training Certificate: Small Business Advising (Information Support) - NQF Level 4 - NLRD 48883.
> National Certificate: IT Systems Development - NQF Level 4 - NLRD 24294.
> National Certificate: IT Technical Support - NQF Level 4 - NLRD 24293.
> National Certificate: Public Administration - NQF Level 4.
> National Certificate: Risk Management - NQF Level 4 - NLRD 24396.
> Further Education and Training Certificate: Arts and Culture Administration - NQF Level 4 - NLRD 48818.
> Further Education and Training Certificate: Management and Administration - NQF Level 4 - NLRD 49129.

Vertical articulation is possible with:

> National Certificate: Management - NQF Level 5 - NLRD 24493.
> National Certificate: Management and Administration - NQF Level 5 - NLRD 49126.
> National Certificate: Business Advising - NQF Level 5 - NLRD 48886.
> National Certificate: Business Consulting Practice - NQF Level 5.
> National Certificate: Public Finance Management and Administration - NQF Level 5.
> National Certificate: Project Management - NQF Level 5.

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must register as an assessor with the relevant accredited Education and Training Quality Assurance (ETQA) Body or an ETQA that has a Memorandum of Understanding with the relevant accredited ETQA.

> Assessment and moderation of assessment will be overseen by the relevant accredited ETQA or an ETQA that has a Memorandum of Understanding with the relevant accredited ETQA, according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQAs (including professional bodies).

> Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should encompass achievement of the competence described in the Qualification.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant accredited ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor, the applicant should:

> Be declared competent in all the outcomes of the National Assessor Unit Standard as stipulated by the South African Qualifications Authority (SAQA).
> Be registered as an assessor with the relevant accredited ETQA or an ETQA that has a Memorandum of Understanding with the relevant accredited ETQA.
> Hold the National Certificate or Further Education and Training Certificate in Generic Project Management at NQF4 (NLRD 21160) or equivalent project management qualification
> Hold a Project Management Qualification at NQF level 5 or above, or equivalent management qualification.
> Have at least three (3) years experience working on projects, applying project processes and techniques.

NOTES

This qualification replaces qualification 21160, "National Certificate: Generic Project Management", Level 4, 146 credits.

Exit point for learners who do not complete the Qualification:

> Learners will be credited with Unit Standards in which they have proved competence.
> Learners who complete individual Unit Standards but do not complete this Qualification retain their credits.

However, should the substance of the Unit Standard change, the validity of the credits towards the Qualification may be reviewed.
> Learners who change their provider or learning site before completing the Qualification may transfer their credits to the new learning site.

UNIT STANDARDS
(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
core	120383 Provide assistance in implementing and assuring project work meets quality requirements	Level 3	6	Draft - Prep for P Comment
core	120372 Explain fundamentals of project management	Level 4	5	Draft - Prep for P Comment
core	120373 Contribute to project initiation, scope definition and scope change control	Level 4	9	Draft - Prep for P Comment
core	120374 Contribute to the management of project risk within own field of expertise	Level 4	5	Draft - Prep for P Comment
core	120375 Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	Level 4	6	Draft - Prep for P Comment
core	120376 Conduct project documentation management to support project processes	Level 4	6	Draft - Prep for P Comment
cole	120379 Work as a project team member	Level 4	8	Draft - Prep for P Comment
core	120381 Implement project administration processes according to requirements	Level 4	5	Draft - Prep for P Comment
core	120382 Plan, organise and support project meetings and workshops	Level 4	4	Draft - Prep for P Comment
core	120384 Develop a simple schedule to facilitate effective project execution	Level 4	8	Draft - Prep for P Comment
Core	120387 Monitor, evaluate and communicate simple project schedules	Level 4	4	Draft - Prep for P Comment
Elective	120377 Identify, suggest and implement corrective actions to improve quality of the project work	Level 4	7	Draft - Prep for P Comment
Elective	120385 Apply a range of project management tools and techniques	Level 4	7	Draft - Prep for P Comment
Elective	120386 Provide procurement administration support to a project	Level 4	7	Draft - Prep for P Comment
Elective	120378 Support the project environment and activities to deliver project objectives	Level 5	14	Draft - Prep for P Comment
Elective	120380 Evaluate and improve the project team's performance	Level 5	7	Draft - Prep for P Comment
Elective	1 Supervi a project team of a small project to deliver roje objec	5	14	D - for P Comment
Fundamental	8968 audience and context needs in oral communication	3	5	R ist
Fundamental	8969 Interpret and use information from t	Level 3	5	Reregistered
ndamental	8970 Write texts for a range of comm nica	Level 3	5	Reregistered
il	3 Use and in occupational learning programmes	Level 3	5	Reregistered
Fundamental	7468 Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6	Reregistered
Fundamental	8974 Engage in sustained oral communication and evaluate spoken texts	Level 4	5	Reregistered
Fundamental	8975 Read analyse and respond to a variety of texts	Level 4	5	Reregistered
Fundamental	8976 Write for a wide range of contexts	Level 4	5	Reregistered
Fundamental	9015 Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6	Reregistered
Fundamental	9016 Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4	Reregistered
Fundamental	12153 Use the writing process to compose texts required in the business environment	Level 4	5	Reregistered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

SAQA US ID	UNIT STANDARD TITLE		
120372	Explain fundamentals of project management		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	*5*	Level **4**	Regular

SPECIFIC OUTCOME   1

Explain the nature of **a** project.

SPECIFIC OUTCOME   2

Explain the nature and application of project management.

SPECIFIC OUTCOME   3

Explain the types of structures that are found in a project environment.

SPECIFIC OUTCOME   4

Explain the application of organisation structures in a project environment.

SPECIFIC OUTCOME   5

Explain the major processes and activities required to manage a project.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Contribute to project initiation, scope definition and scope change control

SAQA US ID	UNIT STANDARD TITLE		
120373	Contribute to project initiation, scope definition and scope change control		

SGB NAME	ORGANISING FIELD ID	PROVIDER NAME
SGB Project Management	3	

UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular	Business, Commerce and Management Studies	Project Management

ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	9	Level 4	Regular

SPECIFIC OUTCOME 1

Contribute to the identification and co-ordination of stakeholders, their roles, needs and expectations.

SPECIFIC OUTCOME 2

Contribute to the identification, description and analysis of the project needs, expectations, constraints, assumptions, exclusions, inclusions and deliverables.

SPECIFIC OUTCOME 3

Contribute to preparing and producing inputs to be used for further planning activities.

SPECIFIC OUTCOME 4

Contribute to the monitoring of the achievement *of* the project's scope.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Contribute to the management of project risk within own field of expertise

SAQA US ID	UNIT STANDARD TITLE		
120374	Contribute to the management of project risk within own field of expertise		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	5	Level 4	Regular

SPECIFIC OUTCOME 1

Identify and recognise potential risks that could affect project performance.

SPECIFIC OUTCOME 2

Contribute to the assessment of the impact and'likelihood of identified risks.

SPECIFIC OUTCOME 3

Contribute to the development of risk management statements and plans.

SPECIFIC OUTCOME 4

Monitor and control the project risks.

SOUTH
AFRICAN
QUALIFICATIONS
AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

SAQA US ID	UNIT STANDARD TITLE		
120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	*6*	Level **4**	Regular

SPECIFIC OUTCOME   1

Identify elements and resources *to* be costed through interpreting the project scope statement, work breakdown structure and other project data.

SPECIFIC OUTCOME   2

Participate in the preparation and production of a cost budget.

SPECIFIC OUTCOME   3

Contribute to the monitoring and controlling of cost budget performance by maintaining records and communicating.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Conduct project documentation management to support project processes

SAQA US ID	UNIT STANDARD TITLE		
120376	Conduct project documentation management to support project processes		

SGB NAME	ORGANISING FIELD ID	PROVIDER NAME
SGB Project Management	3	

UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular	Business, Commerce and Management Studies	Project Management

ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	6	Level 4	Regular

SPECIFIC OUTCOME 1

Use a paper based and/or electronic filing system for a project.

SPECIFIC OUTCOME 2

Use standardised processes for identifying, securing and finding documents.

SPECIFIC OUTCOME 3

Provide project templates to team members.

SPECIFIC OUTCOME 4

Assist in preparing project documents for handover at the end of a project or a project phase/stage.

SPECIFIC OUTCOME 5

Describe and explain project documentation management processes.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Identify, suggest and implement corrective actions to improve quality of Oproject work

SAQA US ID	UNIT STANDARD TITLE		
120377	Identify, suggest and implement corrective actions to improve quality of Oproject work		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	7	Level **4**	Regular

SPECIFIC OUTCOME 1

Describe and explain how quality management impacts a project.

SPECIFIC OUTCOME 2

Identify and record corrective actions for improvement to project work.

SPECIFIC OUTCOME 3

Disseminate corrective actions to appropriate stakeholders.

SPECIFIC OUTCOME 4

Implement corrective actions to improve quality of project work.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Support the project environment and activities to deliver project objectives

SAQA US ID	UNIT STANDARD TITLE	
120378	Support the project environment and activities to deliver project objectives	

SGB NAME	ORGANISING FIELD ID	PROVIDER NAME
SGB Project Management	3	

UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular	Business, Commerce and Management Studies	Project Management

ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	14	Level 5	Regular

SPECIFIC OUTCOME 1

identify project types and nature and provide guidance on appropriate project strategies and tactics.

SPECIFIC OUTCOME 2

Suggest appropriate structures, methods and processes to projects.

SPECIFIC OUTCOME 3

Check and verify that a project environment is established.

SPECIFIC OUTCOME 4

Evaluate, record and consolidate lessons from project experiences.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Work as a project team member

SAQA US ID	UNIT STANDARD TITLE		
120379	Work as a project team member		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	*8*	Level 4	Regular

SPECIFIC OUTCOME   1

Demonstrate an understanding of working as a member of a team.

SPECIFIC OUTCOME   2

Collaborate with other team members to improve performance.

SPECIFIC OUTCOME   3

Participate in building relations between team members and other stakeholders.

SPECIFIC OUTCOME   4

Respect personal, ethical, religious and cultural differences to enhance interaction between team members.

SPECIFIC OUTCOME   5

Use a variety of strategies to deal with potential or actual conflict in a project team.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Evaluate and improve the project team's performance

SAQA US ID	UNIT STANDARD TITLE		
120380	Evaluate and improve the project team's performance		
SGB NAME		*ORGANISING FIELD ID*	*PROVIDER NAME*
SGB Project Management		3	
UNIT STANDARD TYPE		*ORGANISING FIELD DESCRIPTION*	*SUBFIELD DESCRIPTION*
Regular		Business, Commerce and Management Studies	Project Management
ABET BAND	*CREDITS*	*NQF LEVEL*	*UNIT STANDARD TYPE*
Undefined	7	Level 5	Regular

SPECIFIC OUTCOME   1

Explain and use a given team performance reference framework (Performance monitoring criteria).

SPECIFIC OUTCOME   2

Evaluate team performance using the given team performance reference framework.

SPECIFIC OUTCOME   3

Maintain records resulting from evaluation of team performance.

SPECIFIC OUTCOME   4

Facilitate team performance improvements using assessment findings

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

SAQA *US ID*	*UNIT STANDARD TITLE*	
120381	Implement project administration processes according to requirements	
SGB NAME	*ORGANISING FIELD ID*	*PROVIDER NAME*
SGB Project Management	3	
UNIT STANDARD TYPE	*ORGANISING FIELD DESCRIPTION*	*SUBFIELD DESCRIPTION*
Regular	Business, Commerce and Management Studies	Project Management
ABET BAND	*CREDITS*	*NQF LEVEL*	*UNIT STANDARD TYPE*
Undefined	*5*	Level *4*	Regular

SPECIFIC OUTCOME 1

Execute processes and standards to support project change control.

SPECIFIC OUTCOME 2

Update and communicate status of change requests.

SPECIFIC OUTCOME 3

Administer the project library/repository to support change to affected items.

SPECIFIC OUTCOME 4

Maintain project organisational information.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Plan, organise and support project meetings and workshops

SAQA US ID	UNIT STANDARD TITLE		
120382	Plan, organise and support project meetings and workshops		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	4	Level 4	Regular

SPECIFIC OUTCOME 1

Explain the purpose, objective and scope of project meetings and/or workshops.

SPECIFIC OUTCOME 2

Plan for a project meeting and/or workshop.

SPECIFIC OUTCOME 3

Arrange and support a project meeting and/or workshop.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

SAQA US ID	UNIT STANDARD TITLE	
120383	Provide assistance in implementing and assuring project work meets quality requirements	
SGB Project Management	3	
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**	**SUBFIELD DESCRIPTION**
Regular	Business, Commerce and Management Studies	Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	*6*	Level *3*	Regular

SPECIFIC OUTCOME 1

Describe and explain the need for consistent processes and standards to achieve quality.

SPECIFIC OUTCOME 2

Suggest actions, within own field of expertise, in support of the development of quality project deliverables.

SPECIFIC OUTCOME 3

Conduct tests as per test plan and communicate test results.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Develop **a** simple schedule to facilitate effective project execution

SAQA US ID	UNIT STANDARD TITLE		
120384	Develop a simple schedule to facilitate effective project execution		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	8	Level 4	Regular

SPECIFIC OUTCOME 1

Demonstrate an understanding of the purpose and process of scheduling project activities.

SPECIFIC OUTCOME 2

Define and gather information about project activities from technical (subject matter) experts and within own field of expertise.

SPECIFIC OUTCOME 3

Develop **a** simple schedule for a project or part thereof.

SAQA US ID	UNIT STANDARD TITLE		
120385	Apply a range of project management tools and techniques		
SGB NAME	ORGANISING FIELD ID		PROVIDER NAME
SGB Project Management	3		
UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION		SUBFIELD DESCRIPTION
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	7	Level 4	Regular

SPECIFIC OUTCOME   1

Demonstrate an understanding of project management tools and techniques.

SPECIFIC OUTCOME   2

Use a range of project management tools and techniques.

SPECIFIC OUTCOME   3

Apply corrective action steps where project management tools and techniques usage problems occur.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Provide procurement administration support to a project

SAQA US ID	UNIT STANDARD TITLE		
120386	Provide procurement administration support to a project		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**	**SUBFIELD DESCRIPTION**	
Regular	Business, Commerce and Management Studies	Project Management	
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	7	Level 4	Regular

SPECIFIC OUTCOME 1

Compile and process procurement requests to required standards and needs.

SPECIFIC OUTCOME 2

Source suppliers/sellers to meet procurement requirements.

SPECIFIC OUTCOME 3

Receive and evaluate proposals and make recommendations.

SPECIFIC OUTCOME 4

Maintain and administer procurement records.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Monitor, evaluate and communicate simple project schedules

SAQA US ID	UNIT STANDARD TITLE		
120387	Monitor, evaluate and communicate simple project schedules		
SGB NAME		**ORGANISING FIELD ID**	**PROVIDER NAME**
SGB Project Management		3	
UNIT STANDARD TYPE		**ORGANISING FIELD DESCRIPTION**	**SUBFIELD DESCRIPTION**
(Regular		(Business, Commerce and Management Studies	(Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	4	Level 4	Regular

SPECIFIC OUTCOME　1

Describe and explain a range of project schedule control processes and techniques.

SPECIFIC OUTCOME　2

Monitor actual project work versus planned work (baseline).

SPECIFIC OUTCOME　3

Record and communicate schedule changes.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Supervise a project team of a small project to deliver project objectives

SAQA US ID	UNIT STANDARD TITLE		
120388	Supervise a project team of a small project to deliver project objectives		
SGB NAME	ORGANISING FIELD ID		PROVIDER NAME
SGB Project Management	3		
UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Project Management	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	14	Level 5	Regular

SPECIFIC OUTCOME 1

Undertake the management activities, from start to end, for a small project.

SPECIFIC OUTCOME 2

Supervise and monitor a team working on a small project.

SPECIFIC OUTCOME 3

Report progress for a small project.

SPECIFIC OUTCOME 4

Identify and rectify problems occurring in a project.   .